ANNUAL REPORT – 1998-1999

RARE BOOK AND MANUSCRIPT LIBRARY

During the 1998-1999 academic year, the Rare Book and Manuscript Library continued to pursue its mission of fulfilling the research and teaching needs of the Columbia community through exhibitions, public service, digital access projects, and the development of the collection.

Collection Use:

4,082 onsite visits to the collection were recorded in 1998-99. Of these, 121 were from 25 countries outside the United States, including England, Canada, Germany, France, Russia, Italy, China, Peru, Argentina, Ukraine, Korea and many others. As before, particularly during the months of February and March, at times every seat in the Manuscript Reading Room was occupied. 1,291 people attended tours, lectures and classes, participating in 84 sessions in the Reading Room or Chang Room. 2,566,423 manuscripts were circulated to readers, along with 9,065 rare books. The Bakhmeteff Archive provided 500,724 items to readers. Charge and renewal figures were 79,663 and 136,095, respectively. 28,426 photocopy exposures were produced for readers on request. 127 permissions were granted for the use of Rare Book and Manuscript Library materials in published works, films, and videos.

Classes were held in the Library by faculty members Robert Somerville, Carmela Franklin, Richard Wortman, Arnold Aronson, David Kastan, James Shapiro, Elizabeth Blackmar, Roger Bagnall, and Karen Van Dyck, as well as instructors from the Departments of Art History, Russian, Classics, and Economics. Among the subjects addressed were "The History of the Early Modern Book;" "The Russian Nobility;" "An Introduction to Medieval Manuscripts;" "C.P.Cavafy Poetry at a Glance;" "The Crusader's Forgery;" and "Primary Resources for the Study of Women's History." Among the groups visiting for information sessions or classes were the Junior Women's Studies Seminar from Barnard and Columbia College, several Undergraduate Literature/Humanities classes and the Art History Graduate Seminar, "Ancients and Moderns: An Introduction to the Early Modern Book."

In December, a joint meeting of two graduate seminars in English, taught by Professors Howard and Kastan, joined students from Arnold Aronson's dramaturgy program in the School of the Arts for a special session on 17th and 18th century dramatic texts. This exciting session marked the first time classes from the two schools had met together. Another innovative class was an introduction to Medieval and Renaissance studies, organized with the help of the English Department and held jointly with the University of California at Berkeley. Designed to make use of the Digital Scriptorium database (see below), this seminar involved faculty and students from both institutions. Classes met via the telecommunications network at Columbia. Finally, the Honor Society of the School of General Studies, visited for a special reception and program intended to introduce its members to the Rare Book and Manuscript Library.

One of the highlights of the year occurred in September when two international visits drew our attention to the wide scope of the Rare Book and Manuscript Library collections. On September 9, members of Youkiza, The Edo Marionette Troupe, visited RBML to see a marionette that had been donated by the 9th generation puppeteer to the Brander Matthews Dramatic Museum in the 1920s. The current troupe, headed by the widow of the 10th Puppetmaster who had been familiar with the marionette when she was a child, looked on the puppet with reverence, lamenting only that the earlier Puppetmaster had died before he could visit Columbia. Since puppets are handed down from generation to generation and never sold, the presence of this marionette at Columbia and its preservation in almost pristine form seemed miraculous to them. On the following day, the Greek minister of Foreign Affairs, present on the campus for a major speech at Low Library, requested a detour to RBML so that he might examine the papers of Stephen William Rousseas, a former Columbia professor of Economics who was a close friend of the Greek political figure Andreas Papandreou. The papers include a description of the coup d'etat that resulted in the imprisonment of Papandreou and of his activities in Europe following his release,

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The departure of Claudia Funke, the Curator of Exhibitions, in March left a gap in the staff that had a particularly strong impact on the exhibitions program. We look forward to the arrival of our new Public Service Librarian who will be responsible for developing new approaches to the time-consuming and difficult job of exhibitions management.

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Exhibition Loans

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The completed loans generated $2,832 in exhibition fees, above the cost of preparation, insurance and shipping.

Collection Development

Books were added to the library by generous donations from Carol Rothkopf, Ken Lohf, and Paul Palmer, all of whom have given frequently in the past. Other gifts of books were received from Eric Rudd, who gave volumes from the library of an early Columbia University President, William Harris; James L. Weil; Mrs. Thomas Forbath, who donated a group of important examples of early printing; Jack Beeson; Chris Coover; Hiroki Sato and Yoko Danno; James Trilling; and Mrs. Leland Brown, who sent a box of books that had belonged to her late uncle, Nicolas Murray Butler. Sam Schaeffler added sixteen interesting early books to the Schaeffler collection. A very important gift was received from Mrs. Sylvia Radove, who donated $100,000 to the Rare Book and Manuscript for purchase of the complete set of books published by a New York publisher of limited edition artist books, Vincent FitzGerald.

Donations of papers included research materials from the estate of the philanthropist Gerald Freund, and additions to the papers of Curtis Brown Literary Agency; Random House, Inc.; and the Carnegie Corporation, among others. A particularly interesting addition to the latter collection was a group of papers from the Home Trust Company. Found only recently in New Jersey and purchased for the Library by the Carnegie Corporation, these papers included a pre-nuptial agreement between Carnegie and his bride and many, many letters from needy veterans and private citizens asking for pensions or gifts of money. 32 letters from the English composer and librettist Noel Coward were given to the Library in December. Mrs. Fred Friendly donated the papers of her late husband, Fred Friendly Additional important collections include an archive devoted to a poet long resident in Japan, Lindley Hubbell, a bequest of manuscripts and books from the late William Bronk, miscellaneous photographs, and a piece of sheet music inscribed by Richard Wagner.

Purchased additions to the collection include the Diana Trilling papers, the archives of the Chiswick Bookshop (an important establishment with booktrade and book arts roots going back to the early years of the 20th century), papers and manuscripts from the novelist and CC graduate, Paul Auster, and correspondence or other writings from Bennett Cerf, Rhoda Broughton, John Burroughs, Rudyard Kipling, Leon Edel, Rochelle Owens, George Economou, Edmund Blunden, and Bennett Cerf. Interesting materials added to the Bakhmeteff Archive include the Peter Kussi papers, the Ivan Subotich papers (which include four letters to Subotich from Winston Churchill), and a letter from Boris Pasternak. New collections to Bakhmeteff comprised 44 linear feet; 16.5 linear feet were added to existing collections.

Preservation and Access

2,428 monographs were cataloged, along with 260 dealer catalogs. 426 serial issues were added. 1,440 binding cases were made, including boxes for 721 rare items, 267 non-rare items, and 452 pamphlet binders. Many individual items were conserved for loans and departmental exhibitions. Other preservation work included rehousing many of the oversize documents in the stacks and cleaning and reboxing parts of the puppet collection.

A project to clean and preserve the Joan of Arc collection was funded by the Florence Gould Foundation. Claudia Funke and Alexis Hagadorn undertook a detailed condition survey in the fall of 1998, and then arranged for rebinding, repair, and rehousing of the collection.

The Joseph Urban papers project, funded by the National Endowment for the Humanities and the Delmas Foundation, was completed in the spring of 1998. A finding aid was created, marked up to conform to the standards set by the Encoded Archival Description (EAD) project, and mounted on the World Wide Web. Other processing projects underway or undertaken in FY1998-99 include the papers of Manuel Zayas, a Mexican writer and politician; the papers of the Nobel-prize winning economist William Vickry; the Vera Blackwell papers, and recent additions to the Ivan Morris papers, the Mary Lasker papers, the Jane Howard papers, and the Tennessee Williams archives. Considerable progress was also made on the Group Research collection and the archives of M. Moran Weston. Approximately 60 medieval and Renaissance manuscripts also received full cataloging in the last year, thanks to a National Endowment for the Humanities grant received in 1997. A grant from a private donor has enabled us to begin work on the William Goldman papers.

Digital Projects and Initiatives

The Digital Scriptorium project continued. Close to 5,000 images from Columbia University manuscripts are now available in electronic form. Work is continuing on the interface. The grant from the Andrew W. Mellon Foundation which had sustained the project has several months to go before expiration, but in the meantime, a new grant from the National Endowment has enabled the project to continue. Three new institutions – the Huntington Library, the New York Public Library, and the Humanities Research Center at the University of Texas – have agreed to participate in the next phase of the project.

Thanks to the hard work of Patrick Lawlor, Columbia now has over 60 manuscript finding aids up on the Web. Using procedures developed by Patrick, other curators have begun to mount finding aids and student processors are trained to mark up databases as they are created. A new grant (see below) from the Gladys Krieble Delmas Foundation will enable RBML to redo finding aids for some 27 theater collections and convert them to machine-readable form.

Under the direction of Professor Roger Bagnall of the Classics Department, the staff of APIS, the consortial effort to digitize major papyrus collections, worked closely with the RBML staff, to inventory, photograph and rehouse the University's collection of papyrus and ostraka. Close to 1,000 pieces of papyrus were retrieved and shelved by the Rare Book and Manuscript Curators over the course of the academic year.

Development

Approximately $450,000 was raised for RBML from outside sources in FY1998-99.

Grants received by the Libraries designated for use in the Rare Book and Manuscript Library $75,000 from the Carnegie Corporation for the purchase of the Home Trust papers; $25,000 from the Florence Gould Foundation for the preservation of the Joan of Arc collection; $15,000 from the New York Times Foundation for use in processing and acquiring theater collections; $80,000 from the Gladys Krieble Delmas Foundation for creating electronic access to manuscript collections dealing with the theater; $5,000 from Alice Mayhew for processing the Jane Howard papers; $110,000 from the National Endowment for the Humanities for participation in the Digital Scriptorium project (subcontracted from the University of California at Berkeley); and $25,000 from the family of Marjorie Boyer for cataloging Rare Book and Manuscript Library materials. A gift of $100,000 was received from Sylvia Radov for purchase of the Vincent FitzGerald collection(see above).

Fundraising activities and a letter of solicitation for membership in the Associates of the Rare Book and Manuscript Library (a non-dues paying organization) resulted in contributions to the Rare Book and Manuscript Library from its supporters all over the country of $14,545. To supplement these funds, talks began with George Lowry of Swann Galleries, Inc., who will head a new support group, scheduled to meet for the first time in November, 1999.

A grant proposal was prepared and submitted to the Fan Fox and Leslie R. Samuels Foundation for the preservation of the Joseph Urban set models.

Earned Income

$7,671 was deposited as earned income in FY1998-99. Of this, $4,839.18 was earned from royalty fees and from the sale of duplicates and publications. As indicated above, loan fees accounted for $2,832.44 in income.

Publications

A new brochure was prepared and printed for distribution to the public and the Columbia University community.

Due to the shortage of money, staff, and time, no other print publications were issued by the Library. Two digital publications, catalogs of the exhibition of gold-stamped bindings (November, 1997 – February, 1998) and of "A Book of One's Own") November 1998-February 1999) are still in preparation.

Two articles about the 1993 theft of books and manuscripts from the Library appeared during the year: "What is History," by Jean Ashton (*Biblio,* October 1998) and "The Cultural Value of Books," *The Gazette of the Grolier Club*, n.s. 50, 1999. The latter, introduced by Jean Ashton, was a synopsis of the opinion written by Judge Lewis A. Kaplan at the time of the sentencing of the convicted thief.

Miscellaneous Projects and Activities

The Rare Book and Manuscript Library staff, under the direction of Rudolph Ellenbogen, prepared books and archival collections for offsite storage at the Clancy Brothers warehouse, in preparation for a permanent move to the new offsite storage facility in 2001. 6,212 boxes of RBML materials have been sent to storage, a total of 3,108 linear feet. An estimated 30,000 archival copies of dissertations have been or will be barcoded and prepared for shipping in FY1999-2000.

The John Jay Papers Project Advisory Board has met three times. A proposal to digitize the papers and abstracts was agreed upon and prepared for submission to the Collaborative Research Program of the National Endowment for the Humanities for the September 1, 1999 deadline.

The Annual Report of the Oral History Research Office, prepared by Ronald Grele, is attached.

Jean Ashton, Director
Rare Book and Manuscript Library August, 1999

No. of Manuscripts Used
1998-99

DATE	General Mss	Lehman Suite	Oral History		TOTAL
			Charges	Renewal	
July 98	301,712	7,000	172	116	309,000
Aug 98	131,259	—	85	59	131,403
Sept	130,346	—	114	33	130 493
Oct	217,048	—	144	82	217 274
Nov.	182,666	—	169	90	182 925
Dec.	143,975	—	139	54	144 168
Jan '99	193,069	—	38	11	193 118
Feb	166,720	500	193	49	167 462
March	260,271	10,000	210	41	270 522
April	280,999	—	242	94	281 335
May	203,758	—	50	5	203 813
June	334,588	—	222	100	334 910
					2,566,473

No. of Books Issued
1998 - 99

Date	Book Charges	Renewal	Ref. Charges	Total
July 98	686	88	276	1050
Aug	281	43	202	526
Sept	333	70	195	598
Oct	468	40	213	721
Nov	623	78	230	931
Dec.	387	95	191	673
Jan'99	356	36	187	579
Feb	697	93	240	1030
March	407	63	267	737
April	468	50	250	768
May	508	52	208	768
June	340	48	297	685

Total Circulation with Reference

Date	Books		Out History		Ref.	Total
	Charges	Renewal	Charges	Renewals	Charges	
July '98	686	88	172	176	276	1338
Aug	281	43	85	59	202	670
Sept	333	70	114	33	195	745
Oct	468	40	144	82	213	947
Nov	623	78	169	90	230	1190
Dec.	387	95	139	54	191	866
Jan '99	356	36	38	11	187	628
Feb	697	93	193	49	240	1272
March	407	63	210	41	267	988
April	468	50	242	94	250	1104
May	508	52	50	5	208	823
June	340	48	222	100	297	1007

Total Circulation w/o Ref.

98-99

Date	Books		Oral History		Total
	Charges	Renewals	Charges	Renewals	
July	686	88	172	116	1062
Aug	281	43	85	59	468
Sept	333	70	114	33	550
Oct	468	40	144	82	734
Nov	623	78	169	90	960
Dec	387	95	139	54	675
Jan	356	36	38	11	441
Feb	697	93	193	49	1032
March	407	63	210	41	721
April	468	50	242	94	854
May	508	52	50	5	615
June	340	48	222	100	710

Total Shelving (Check Ins)(Discharges)

Date	Books	Oral Hist	Ref.	MSS	BAR	Lehman	TOTAL
July	733	210	276	5809	1660	8	8688
Aug	305	242	202	3330	218	—	4297
Sept	563	142	195	3486	1360	600	6346
Oct	532	219	213	2897	341	—	4202
Nov.	771	216	230	4834	2392	200	8643
Dec.	427	219	191	2326	804	-	3967
Jan '99	405	148	187	3732	1375	0	5847 4913
Feb.	782	259	240	2928	318	0	4527
March	465	395	267	6212	1,644	—	8983
April	564	326	250	4702	492	—	6314
May	589	175	208	4997	1525	—	7494
June	685	297	297	8419	657	—	10355

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1998-99 No. of BAR manuscripts used

July	52,803
Aug	17,302
Sept	56,434
Oct	49502
Nov.	58623
Dec.	43216
Jan	44401
Feb.	39700
March	46201
April	21,323
May	29,901
June	41,318
	500,724

No. of Readers 1998-99

	MSS/BAR	RBX	Total
July '98 –	243	184	427
Aug –	135	148	283
Sept –	152	160	312
Oct –	207	161	368
Nov –	187	204	391
Dec	151	147	298
Jan '99	156	93	249
Feb 99	141	181	322
March 99	~~224~~	~~180~~	404
April	199	167	366
May	157	127	284
June	214	164	378
Total			

Photocopies

	RBML	Lehman	Total
July 98	3390	100	3490
Aug	941		
Sept	219		
Oct	2969		
Nov.	1736		
Dec	3644		
JAN -	3055		
Feb	1628		
Mar	2168		
April	2693		
May	3854		
June	2039		

File

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Books were added to the library by generous donations from Carol Rothkopf, Ken Lohf, and Paul Palmer, all of whom have given frequently in the past. Other gifts of books were received from Eric Rudd, who gave volumes from the library of an early Columbia University President, William Harris; James L. Weil; Mrs. Thomas Forbath, who donated a group of important examples of early printing; Jack Beeson; Chris Coover; Hiroki Sato and Yoko Danno; James Trilling; and Mrs. Leland Brown, who sent a box of books that had belonged to her late uncle, Nicolas Murray Butler. Sam Schaeffler added sixteen interesting early books to the Schaeffler collection. A very important gift was received from Mrs. Sylvia Radove, who donated $100,000 to the Rare Book and Manuscript for purchase of the complete set of books published by a New York publisher of limited edition artist books, Vincent FitzGerald.

Donations of papers included research materials from the estate of the philanthropist Gerald Freund, and additions to the papers of Curtis Brown Literary Agency; Random House, Inc.; and the Carnegie Corporation, among others. A particularly interesting addition to the latter collection was a group of papers from the Home Trust Company. Found only recently in New Jersey and purchased for the Library by the Carnegie Corporation, these papers included a pre-nuptial agreement between Carnegie and his bride and many, many letters from needy veterans and private citizens asking for pensions or gifts of money. 32 letters from the English composer and librettist Noel Coward were given to the Library in December. Mrs. Fred Friendly donated the papers of her late husband, Fred Friendly Additional important collections include an archive devoted to a poet long resident in Japan, Lindley Hubbell, a bequest of manuscripts and books from the late William Bronk, miscellaneous photographs, and a piece of sheet music inscribed by Richard Wagner.

Purchased additions to the collection include the Diana Trilling papers, the archives of the Chiswick Bookshop (an important establishment with booktrade and book arts roots going back to the early years of the 20th century), papers and manuscripts from the novelist and CC graduate, Paul Auster, and correspondence or other writings from Bennett Cerf, Rhoda Broughton, John Burroughs, Rudyard Kipling, Leon Edel, Rochelle Owens, George Economou, Edmund Blunden, and Bennett Cerf. Interesting materials added to the Bakhmeteff Archive include the Peter Kussi papers, the Ivan Subotich papers (which include four letters to Subotich from Winston Churchill), and a letter from Boris Pasternak. New collections to Bakhmeteff comprised 44 linear feet; 16.5 linear feet were added to existing collections.

Preservation and Access

2,428 monographs were cataloged, along with 260 dealer catalogs. 426 serial issues were added. 1,440 binding cases were made, including boxes for 721 rare items, 267 non-rare items, and 452 pamphlet binders. Many individual items were conserved for loans and departmental exhibitions. Other preservation work included rehousing many of the oversize documents in the stacks and cleaning and reboxing parts of the puppet collection.

A project to clean and preserve the Joan of Arc collection was funded by the Florence Gould Foundation. Claudia Funke and Alexis Hagadorn undertook a detailed condition survey in the fall of 1998, and then arranged for rebinding, repair, and rehousing of the collection.

The Joseph Urban papers project, funded by the National Endowment for the Humanities and the Delmas Foundation, was completed in the spring of 1998. A finding aid was created, marked up to conform to the standards set by the Encoded Archival Description (EAD) project, and mounted on the World Wide Web. Other processing projects underway or undertaken in FY1998-99 include the papers of Manuel Zayas, a Mexican writer and politician; the papers of the Nobel-prize winning economist William Vickry; the Vera Blackwell papers, and recent additions to the Ivan Morris papers, the Mary Lasker papers, the Jane Howard papers, and the Tennessee Williams archives. Considerable progress was also made on the Group Research collection and the archives of M. Moran Weston. Approximately 60 medieval and Renaissance manuscripts also received full cataloging in the last year, thanks to a National Endowment for the Humanities grant received in 1997. A grant from a private donor has enabled us to begin work on the William Goldman papers.

Digital Projects and Initiatives

The Digital Scriptorium project continued. Close to 5,000 images from Columbia University manuscripts are now available in electronic form. Work is continuing on the interface. The grant from the Andrew W. Mellon Foundation which had sustained the project has several months to go before expiration, but in the meantime, a new grant from the National Endowment has enabled the project to continue. Three new institutions – the Huntington Library, the New York Public Library, and the Humanities Research Center at the University of Texas – have agreed to participate in the next phase of the project.

Thanks to the hard work of Patrick Lawlor, Columbia now has over 60 manuscript finding aids up on the Web. Using procedures developed by Patrick, other curators have begun to mount finding aids and student processors are trained to mark up databases as they are created. A new grant (see below) from the Gladys Krieble Delmas Foundation will enable RBML to redo finding aids for some 27 theater collections and convert them to machine-readable form.

Under the direction of Professor Roger Bagnall of the Classics Department, the staff of APIS, the consortial effort to digitize major papyrus collections, worked closely with the RBML staff, to inventory, photograph and rehouse the University's collection of papyrus and ostraka. Close to 1,000 pieces of papyrus were retrieved and shelved by the Rare Book and Manuscript Curators over the course of the academic year.

Development

Approximately $450,000 was raised for RBML from outside sources in FY1998-99.

Grants received by the Libraries designated for use in the Rare Book and Manuscript Library $75,000 from the Carnegie Corporation for the purchase of the Home Trust papers; $25,000 from the Florence Gould Foundation for the preservation of the Joan of Arc collection; $15,000 from the New York Times Foundation for use in processing and acquiring theater collections; $80,000 from the Gladys Krieble Delmas Foundation for creating electronic access to manuscript collections dealing with the theater; $5,000 from Alice Mayhew for processing the Jane Howard papers; $110,000 from the National Endowment for the Humanities for participation in the Digital Scriptorium project (subcontracted from the University of California at Berkeley); and $25,000 from the family of Marjorie Boyer for cataloging Rare Book and Manuscript Library materials. A gift of $100,000 was received from Sylvia Radov for purchase of the Vincent FitzGerald collection(see above).

Fundraising activities and a letter of solicitation for membership in the Associates of the Rare Book and Manuscript Library (a non-dues paying organization) resulted in contributions to the Rare Book and Manuscript Library from its supporters all over the country of $14,545. To supplement these funds, talks began with George Lowry of Swann Galleries, Inc., who will head a new support group, scheduled to meet for the first time in November, 1999.

A grant proposal was prepared and submitted to the Fan Fox and Leslie R. Samuels Foundation for the preservation of the Joseph Urban set models.

Earned Income

$7,671 was deposited as earned income in FY1998-99. Of this, $4,839.18 was earned from royalty fees and from the sale of duplicates and publications. As indicated above, loan fees accounted for $2,832.44 in income.

Publications

A new brochure was prepared and printed for distribution to the public and the Columbia University community.

Due to the shortage of money, staff, and time, no other print publications were issued by the Library. Two digital publications, catalogs of the exhibition of gold-stamped bindings (November, 1997 – February, 1998) and of "A Book of One's Own") November 1998-February 1999) are still in preparation.

Two articles about the 1993 theft of books and manuscripts from the Library appeared during the year: "What is History," by Jean Ashton (*Biblio,* October 1998) and "The Cultural Value of Books," *The Gazette of the Grolier Club*, n.s. 50, 1999. The latter, introduced by Jean Ashton, was a synopsis of the opinion written by Judge Lewis A. Kaplan at the time of the sentencing of the convicted thief.

Miscellaneous Projects and Activities

The Rare Book and Manuscript Library staff, under the direction of Rudolph Ellenbogen, prepared books and archival collections for offsite storage at the Clancy Brothers warehouse, in preparation for a permanent move to the new offsite storage facility in 2001. 6,212 boxes of RBML materials have been sent to storage, a total of 3,108 linear feet. An estimated 30,000 archival copies of dissertations have been or will be barcoded and prepared for shipping in FY1999-2000.

The John Jay Papers Project Advisory Board has met three times. A proposal to digitize the papers and abstracts was agreed upon and prepared for submission to the Collaborative Research Program of the National Endowment for the Humanities for the September 1, 1999 deadline.

The Annual Report of the Oral History Research Office, prepared by Ronald Grele, is attached.

Jean Ashton, Director
Rare Book and Manuscript Library August, 1999

CONTRIBUTIONS RECEIVED
1998-99

RBML Unrestricted Fund #0-42142 - 1998 - 99

	Date Rec'd	Donor's Name	Amount	Check No.	Date of Check	Date Given to Alison for Deposit	Current Total	Acknowledged by JWA
1		Susana M. Tarjan	$400.00	Fidelity - 2000	8/25/98	9/4/98	**$400.00**	
2		George Lowry	$4,500.00	Chase - 103806	8/26/98	9/4/98	**$4,900.00**	
3		James Enterline	$100.00	SmithB- 1128	8/31/98	9/4/98	**$5,000.00**	
4	10/13/98	Arthur Carr	$100.00	Chase - 3296	10/10/98	11/30/98	**$5,100.00**	11/20/98
5	10/13/98	Calvin H. Plimpton	$100.00	Chase - 8636	10/9/98	11/30/98	**$5,200.00**	11/20/98
6	10/13/98	Eugene P. Sheehy	$250.00	CitiB - 7172	10/8/98	11/30/98	**$5,450.00**	11/20/98
7	10/13/98	Beatrice Vare	$100.00	Chase-2504	10/10/98	11/30/98	**$5,550.00**	11/20/98
8	10/15/98	Mr. & Mrs. Paul Gourary	$100.00	Chase-1541	10/8/98	11/30/98	**$5,650.00**	11/20/98
9	10/15/98	Leon Howard	$25.00	Bank of NY-7161	10/10/98	11/30/98	**$5,675.00**	11/20/98
10	10/16/98	Prof. Emil Polak (Patricia P.)	$100.00	Bank of NY-1359	10/16/98	11/30/98	**$5,775.00**	11/20/98
11	10/15/98	Mary Coxe Schlosser	$100.00	Chase-3275	10/10/98	11/30/98	**$5,875.00**	11/20/98
12	10/19/98	Robert & Vineta Colby	$150.00	Chase-1286	10/13/98	11/30/98	**$6,025.00**	11/17/98
13	10/19/98	Aaron & Abetha Frankel	$250.00	Amalgamated -0702	10/15/98	11/30/98	**$6,275.00**	11/20/98
14	10/19/98	Prof. & Mrs. Melvin Moss	$100.00	Chase - 5292	10/11/98	11/30/98	**$6,375.00**	11/20/98
15	10/21/98	Kenneth Milford	$25.00	CT-2885	10/17/98	11/30/98	**$6,400.00**	11/20/98
16	10/22/98	R. Dannay & G. Phares	$100.00	Chem.-1795	10/16/98	11/30/98	**$6,500.00**	11/20/98
17	10/26/98	David Redden (Sotheby's)	$100.00	Chase- 4847	10/21/98	11/30/98	**$6,600.00**	11/12/98
18	10/28/98	Abe Wouk Foundation	$500.00	Rep.Natl Bank-2554	10/21/98	11/30/98	**$7,100.00**	11/20/98
19	10/28/98	Joseph M. Kissane	$150.00	Chase - 3996	10/25/98	11/30/98	**$7,250.00**	11/12/98
20	10/28/98	Mr. & Mrs. Roger Bagnall	$100.00	EAB - 1210	10/24/98	11/30/98	**$7,350.00**	11/12/98
21	10/28/98	Nelly Balloffet	$25.00	Bank of NY - 2561	10/22/98	11/30/98	**$7,375.00**	11/20/98
22	10/29/98	Margaret Messud	$35.00	Putnam - 499	10/26/98	11/30/98	**$7,410.00**	11/20/98
23	10/29/98	Stefan H. Robock	$100.00	CT Bank - 5606	10/28/98	11/30/98	**$7,510.00**	11/12/98
24	11/5/98	Dr. Phyllis B. Roberts	$50.00	Chase - 906	11/2/98	11/30/98	**$7,560.00**	11/25/98
25	11/5/98	Marc Raeff	$100.00	PNCB - 7909	11/1/98	11/30/98	**$7,660.00**	11/25/98
26	11/11/98	Douglas Dannay	$50.00	CT Bank -320	11/4/98	11/30/98	**$7,710.00**	11/25/98

CONTRIBUTIONS RECEIVED
1998-99

27	11/11/98	Helen Leale Harper, Jr.	$100.00	MMidland -8128	11/6/98	11/30/98	**$7,810.00**	11/25/98
28	11/11/98	Caroline F. Schimmel	$200.00	Bank of NY- 4048	11/5/98	11/30/98	**$8,010.00**	11/24/98
29	11/18/98	Miwa Kai	$100.00	Chase - 1764	11/14/98	11/30/98	**$8,110.00**	11/25/98
30	11/19/98	Fred & Ellen Schreiber	$150.00	Chase - 2992	11/15/98	11/30/98	**$8,260.00**	11/25/98
31	11/20/98	E. Ward & Carolyn L. Smith	$100.00	Chemical - 1083	11/16/98	11/30/98	**$8,360.00**	11/25/98
32	11/20/98	Sam Schaefler	$50.00	Chase - 10344	11/17/98	11/30/98	**$8,410.00**	11/25/98
33	12/6/98	Mr. & Mrs. Bernard R. Crystal	$100.00	CT-8877	12/6/98	12/18/98	**$8,510.00**	12/17/98
34	12/8/98	Tony Zwicker	$100.00	Chase-8742	11/24/98	12/18/98	**$8,610.00**	12/17/98
35	12/3/98	William S. Reese	$100.00	People's Bank 1558	10/19/98	12/18/98	**$8,710.00**	12/17/98
36	12/14/98	C.E. Rubinstein & P.Winegar	$300.00	Chase 1979	12/8/98	12/18/98	**$9,010.00**	12/17/98
37	12/11/98	Marjorie & Wilfred Wyler	$100.00	MMidland -603	12/8/98	12/18/98	**$9,110.00**	12/17/98
38	12/8/98	Martayan Lan Rare Bks & Maps	$100.00	IBJS B& Trust 02319	12/2/98	12/18/98	**$9,210.00**	12/17/98
39	12/17/98	Margaret M. Byard	$100.00	Bank of NY 8251	12/11/98	12/18/98	**$9,310.00**	12/17/98
40	12/11/98	Paul Palven	$15.00	CT Bank - 1979	12/8/98	12/18/98	**$9,325.00**	12/17/98
41	12/2/98	Peter Boysen	$40.00	CT Bank - 1847	11/22/98	12/18/98	**$9,365.00**	12/17/98
42	12/23/98	Christopher W. London	$125.00	Bank of NY 1862	12/16/98	1/7/98	**$9,490.00**	12/28/98
43	12/22/98	Gail S. Aronow	$100.00	CT Bank - 1164	12/21/98	1/7/98	**$9,590.00**	12/28/98
44	12/22/98	William S. Beinecke	$125.00	Chase - 7018	12/16/98	1/7/98	**$9,715.00**	12/28/98
45	12/22/98	MG - Prospect Hill Fdn	$125.00			1/7/98	**$9,840.00**	12/28/98
46	12/23/98	Charles Tanenbaum	$200.00	Bank of NY 1176	12/21/98	1/7/98	**$10,040.00**	12/28/98
47	12/22/98	Consuelo W. Dutschke	$100.00	CitiBank - 931	12/22/98	1/7/98	**$10,140.00**	12/28/98
48	12/23/98	Jean Ashton	$300.00	Citibank - 1611	12/23/98	1/7/98	**$10,440.00**	12/28/98
49	12/28/98	Mr. & Mrs. Andrew Myers	$100.00	Rep.Natl Bank-1200	12/23/98	1/7/98	**$10,540.00**	12/30/98
50	1/4/99	Mr. & Mrs. Daniel Leab	$100.00	Litchfield B. - 2300	12/30/98	1/7/98	**$10,640.00**	1/5/99
51	1/4/99	William H. Helfand	$100.00	PNC Bank - 2977	1/1/99	1/7/98	**$10,740.00**	1/5/99
52	1/4/99	Robert W. Ashton/Bay Fdn.	$1,000.00	Bank One - 3571	1/4/99	1/7/98	**$11,740.00**	1/5/99
53	1/7/99	Jane Sommerich	$100.00	Chase - 120	12/31/98	1/19/99	**$11,840.00**	1/7/99
54	1/13/99	Herbert J. Schwarz, Jr.	$100.00	Bank of NY - 1624	1/11/99	1/19/99	**$11,940.00**	1/19/99
55	1/22/99	Ruth Halle Rowen	$100.00	Chase - 5575	1/19/99	2/11/99	**$12,040.00**	1/22/99
56	1/22/99	Ronald R. Atkins	$100.00	JPMorgan-1163	1/19/99	2/11/99	**$12,140.00**	1/22/99
57	2/5/99	Bert Freidus	$100.00	Bank One- 1009	2/1/99	2/11/99	**$12,240.00**	2/9/99

CONTRIBUTIONS RECEIVED
1998-99

58	2/22/99	Jonathan Hill	$100.00	Chase - 3960	2/16/99	3/18/99	**$12,340.00**	3/4/99
59	2/23/99	Mr.& Mrs. Wm. B. Warren	$100.00	Chase - 8725	2/18/99	3/18/99	**$12,440.00**	2/23/99
60	3/4/99	Marina T. Somers	$100.00	Mmidland - 176	3/4/99	3/18/99	**$12,540.00**	3/4/99
61		Ms. A.M. Dropick	$5.00	Cash		3/18/99	**$12,545.00**	3/17/99
62	4/27/99	Decherd Turner	$100.00	Frost Nat'l Bank	4/23/99	5/6/99	**$12,645.00**	5/5/99
63	4/27/99	Dr. Virginia Stern	$100.00	Chase- 3728	4/21/99	5/6/99	**$12,745.00**	5/5/99
64	5/17/99	Ralph Schlaeger	$300.00	Chase -2052	5/6/99	6/7/99	**$13,045.00**	5/18/99

RBML Exhibit Fund #4-70001-0290 - 1998-99

Date Deposited	Loan Fees Received From	Description	Amount
12/2/98	Glen Horowitz	Ulysses collection	$150.00
3/19/99	Hunter College	"Etching of Manet's Portrait"	$ 75.00
3/19/99	American Federation of Arts	2 items & frame delivery	$ 292.60
3/19/99	Brandywine Conservancy, Inc.	6 items	$ 757.44
4/22/99	Whitney Museum	4 items	$ 695.60
4/22/99	La Poste	William & Steinbeck letters	$ 150.00
5/6/99	Carnegie Museum	Joseph Urban - 4 drawings	$ 711.80
		Total	$2,832.44

Gifts Received for Deposit to Bakhmeteff Archive Fund #0-42804 - 1998-99				
Donor's Name	**Address**	**Amount**	**Date of Check**	**Date Received**
1. Peter A. Tcherepnine	c/o Loeb Partners, 61 Broadway New York, NY 10006	$100.00	11/20/98	
2. Marina Ledkovsky	110 Brooklyn Ave., #2A Freeport, NY 11520	$50.00	12/14/98	
3. Maria G. Rewakowicz & Bohdan Boychuk	3901 Independence Ave., #4D Riverdale, NY 10463	$100.00	12/31/98	1/4/99
	Total	$250.00		

Received by: Alison Del Fosse

Date:

Duplicate Funds 1998-99

(Permission Fees, Sale of Publications, Royalties)

Date Deposited		
7/13/98	———	$ 151.-
8/7/98	———	1,100
8/21/98	———	250
10/1/98	———	269.13
12/2/98	———	230 -
12/21/98	———	315.50
1/25/99	———	415.50
3/2/99	———	649.50
3/19/99	———	477.00
4/14/99	———	284.00
4/22/99	———	160.00
5/13/99	———	124.30
5/6/99	———	304.75
5/25/99	———	138.50 -
		$ 4,839.18

1998-99 Permissions

July 98 ——— 10 + 4 = 14

Aug 98 ——— 13 + 1 = 14

Sept ——— 4 + 1 = 5

Oct ——— = 14

Nov ——— = 12

Dec ——— = 9

Jan ——— = 9

Feb ——— 15

March ——— 3

April ——— 19

May ——— 13

June ——— 0

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COLUMBIA UNIVERSITY LIBRARIES: PUBLIC SERVICES
MONTHLY STATISTICAL REPORT

Library Unit: _____ Month May 199 9

Completed By: _____

Please see *Instructions for Completing the Report* before proceeding. Send copies of the completed report to Administrative Assistant to Deputy University Librarian (518 Butler Library).

General Circulation - Record Manual Transactions Only

1.	Check Outs (charges)	9,749 ✓
2.	Renewals	2518 ✓
3.	Check Outs & Renewals	12,267
4.	Check Ins (discharges)	7494
5.	Recalls & Holds	–

Missing Items

6.	Search Requests Placed	
7.	Items Found	

Reserves - Record Manual Transactions Only

8.	Reserves Circulation	

Reserves Course Lists Received This Month:

9.	For Fall Term	
10.	For Spring Term	
11.	For Summer Term	
12.	Copies Placed on Reserve - all formats	
13.	Copies Removed from Reserve - all formats	

JWA

For Annual Report

Books 95-7

purchases 95 titles in 119v.

Mss

Paul Auster papers

Borden letters

Boyajian papers

Rhoda Broughton letters

John Burroughs MS

Bennett Cerf correspondence

Chiswick Book Shop papers

5 czech authors

Pasternak letter

Economo-Owens
last installment

Leon Edel 45 letters

James Ferguson - ms
ca 1784-8] astronomical
problems

Group Research

Kipling letters

Brander Matthews letters

15 Mss on Columbia land
ownership 1868-84

Stedman als

Ellen Terry als

Diana Trilling

To: Jean
From: Rose
Date: July 31, 1999
Re: Statistics – 1998-99

No. of Readers	-	4,082
Tours/Orientation/Lectures held	-	84
Attendees	-	1,291
No. of Manuscripts Used	-	2,566,423
No. of Books Used	-	9,065
Bakhmeteff Manuscripts Used	-	500,724
Check Outs & Renewals	-	136,095
Check Ins (Discharges)	-	79,663
Photocopy exposures	-	28,436
Permissions for use of collections	-	127

BAR:
New acquisitions: Gifts - 42-1/2 linear ft.
Purchased - 1-1/2 linear ft.

Additions to existing collections - 16-1/2 linear ft.

COLUMBIA UNIVERSITY LIBRARIES
PRESERVATION DIVISION

Date: July 19, 1999
From: Janet
To: Jean
Re: 1998/99 Discretionary Binding Final Report

The itemized spreadsheet for the divisional discretionary binding account for 1998/99 is attached. Because the correct allocations were not entered into CLIO until late in the third quarter, a number of divisions were not able to spend out their accounts. Materials sent for preservation cases or rebinding late in May will be charged to the 1999/2000 allocations, since they were not billed until the books had been closed for 1998/99.

A summary of discretionary binding for 1998/99 follows. Average costs for treatments vary from division to division due to size variations, extra charges for pockets and other variable treatments, etc.

	Combined Divisional Totals	RBML Totals
Allocation	$77,172	$14,541
Amount spent	$66,180	$ 9,728
Percent spent	85.8%	66.9%
Total Volumes Treated	5,704	408
Total rebinds (RE on spreadsheet)	3,113	5
Total cost	$29,733	$ 47
Average cost	$ 9.55	$ 9.40
Total preservation cases (PR on spreadsheet)	2,537	350
Total cost	$31,263	$ 4,543
Average cost	$ 12.32	$ 12.98
Total book boxes (BK BX on spreadsheet)	54	53
Total cost	$ 5,183	$ 5,138
Average cost	$ 95.98	$ 96.94

RARE BOOKS BINDING ACCOUNT # 2293N					1998/99	
ACCT #	LIB	TRTMENT	VOLS	$ AMOUNT	DATE	INV #
2293N	RARE	O&T PR	46	$ 528.10	8/12/98	85193
2293N	RARE	O&T PR	35	$ 484.55	8/27/98	85424
2293N	RARE	O&T PR	9	$ 165.05	10/7/98	86063
2293N	RARE	O&T PR	24	$ 427.90	10/1/98	85985
2293N	RARE	O&T PR	2	$ 75.35	10/16/98	86215
2293N	RARE	O&T PR	35	$ 381.50	10/30/98	86487
2293N	RARE	O&T PR	2	$ 21.80	11/7/98	86551
2293N	RARE	O&T PR	1	$ 10.90	11/13/98	86649
2293N	RARE	O&T PR	38	$ 431.70	11/18/98	86723
2293N	RARE	O&T PR	2	$ 21.80	11/27/98	86863
2293N	RARE	O&T PR	13	$ 146.60	3/12/99	88469
2293N	RARE	O&T PR	15	$ 256.20	3/31/99	88762
2293N	RARE	O&T PR	15	$ 163.50	4/7/99	88782
2293N	RARE	O&T PR	17	$ 218.30	4/14/99	88987
2293N	RARE	O&T PR	3	$ 41.45	4/19/99	89040
2293N	RBML	O&T PR	31	$ 383.75	5/10/99	89422
2293N	RBML	O&T PR	1	$ 10.90	4/20/99	89081
2293N	RBML	EUR	53	$ 5,138.00	5/17/99	
2293N	RBML	O&T PR	28	$ 401.90	6/2/99	89789
2293N	RBML	O&T PR	7	$ 83.65	5/18/99	89560
2293N	RBML	O&T PR	25	$ 274.95	5/28/99	89770
2293N	RBML	O&T PR	1	$ 13.35	6/2/99	89784
2293N	RBML	O&T RE	5	$ 46.75	6/4/99	89844

RARE BOOK ACCOUNT SUMMARY						
Allocation	$14,541					
			Quarter	Vols	$ Amount	% of Allo
Total to date			1st	81	$1,012.65	6.96%
VOLS	408		2nd	113	$1,536.00	10.56%
AMT	$9,727.95		3rd	28	$402.80	2.77%
% of Allo	66.90%		4th	186	$6,776.50	46.60%

June 11, 1999

TO: Bernie, Rudolph, Jane, Tanya
FROM: Rose
RE: 1998-99 Statistics

Jean will need statistics for RBML 1998-99 Annual Report. Please supply figures for following items. Please add other items that you think should be included. Thank you.

Bernie: Collection Development
Manuscripts: Gifts – Linear feet ____
Purchased - Linear feet ____
Other (Transfer) _____
Manuscript processing completed - ____ linear ft., _____ mss items

Tanya: Bakhmeteff Collections: Gifts - Linear feet _____

Rudolph: Books : Gifts _____
Purchased _____
Other (Transfer) _____

Jane: Preservation and Access:
Monographs cataloged 2428
Items added to portraits/Ephemera files 0
Dear/Auction catalogs 260
Serial issues added 426 Other Serial Claims 112
P-slips 679
Binding Cases 1440 (~~712~~ 721 rare items; 267 non rare; 452 in portfolio binders)
Items matted 0
Items conserved in-house 37

Rose: Collections Use
No. of Manuscripts used _____
No. of Books used _____
No. of Bakhmeteff used _____
General Circulation Check Outs (Charges) _____
General Circulation Renewals _____ Total Checks Outs & Renewals _____
Check Ins (Discharges) _____
Photocopy Exposures _____
Reader Visits _____
Sessions in Library _____ (Orientation, Lectures, Tours) _____ No. of People

OTHER CMDS [7m>[m ViewAttch [7mN[m NextMsg [7mSpc[m NextPage [7mU[m Undelete [7mF[m Forward
Subject: Re: Miscellaneous

Jean -- On the Carnegie side of things, I guess the Home Trust acquisition (if that wasn't in last year's report); also the pending acquisition from the Corporation's publications office related to the Second Carnegie Inquiry into Poverty and Development in Southern Africa (I think this stuff will be a big research draw); preparation of 78 record cartons for off-site storage (Carnegie Commission on Science, Technology & Government) -- and, if appropriate, I'm estimating preparation of another 20 record cartons, or so, for off-site, before the anticipated late September pick-up (Carnegie Commission on Adolescent Development).

If I come up with anything else of note, will drop you a p.s.; this is rushed, Jane has alerted me to my label-preparation deadline! :-)

Brenda

On Fri, 9 Jul 1999, Jean W Ashton wrote:

> Two things: First, please start putting together anything you would like
> me to include in the RBML Annual Report: stats, loans, interesting
> discoveries in the collection, important acquisitions, classes, etc. I
> will probably work on it during the last week of August, but would like to
> have the information at hand asap.
>
> Next, I would like to arrange a staff meeting for July 21,22, or 23 so
> that we can talk about the new Public Services job before the candidates
> arrive. As you may have seen, there are five of them and we will be
> spending a lot of time in interviews the week of July 26.
>
> Please let me know if any of those days are impossible. Since we will be
> open, we will have to arrange to have someone cover the desk while we meet
> in the Chang room or elsewhere.
>
> Jean
>

MEMO

TO: Elaine Sloan
FROM: Jean Ashton
RE: Annual Reports FY 1998-99
DATE: August 31, 1999

Please find enclosed the Rare Book and Manuscript Library Annual Report for 1998-99, the Special Collections Discussion Group Annual Report and the Collections Security Committee Annual Report.

Gifts in Kind - 1998-99 (Info Taken from Jean's acknowledgment)

Donor	Gifts	Acknowledged	
Forbath, Thomas	Books + CU plates	7/8/98 (JA)	
Beeson, Jack	3 books (Plays)	9/14	
Victor Krantz	Letters + photograph (M. Lowriff)	10/13/98	
Herbert Schimmel	32 Noel Coward Letters	11/2/98	
Eric Rudd	Books (Harris; Perkins; Hobart)	12/8/98	
Gilmore, Charles	Bronk letters	11/10/98	
Freund, Jonathan	Professional papers of G. Freund	12/9/98	
James L. Weil	"Johnny Cake" + "Lyrics + Sonnets"	12/9/98 - 4/6/99	
Sam Schaefer	16 books (17th + 18 Century Bks)	12/23	
Chris Coover	Books	1/5	
Hiroaki Sato	Books, MSS (Hubbell's)	2/4	
Yoko Danno	Books (Hubbell's)	2/4	
Ruth Friendly	Fred Friendly's papers	2/18	
Robert Jacobs	1 book inscribed by Franz Boas	4/1	
Leland Brown	Books (N. Murray Butler)	4/16	need appraisal
Leon Rosenberg/Stern	Papers relating to "old books ..."	" 4/7	
Alan Rhoda	Books + MSS - W. Bronk	5/24	
Ruth Schlercher	Music sheet inscribed by Wagner + Saidler	6/21/99	
Dotson Rader	Manuscripts	6/21	
Mary Stolberg	Photographs	6/30	

Rare Book and Manuscript Library Statistics Summary - 1998-99

NO. OF MANUSCRIPTS USED												
	July	August	September	October	November	December	January	February	March	April	May	June
Current	309,000	131,403	130,493	217,274	182,925	144,168	193,118	167,462	270,522	281,335	203,813	334,910
YTD	309,000	440,403	570,896	788,170	971,095	1,115,263	1,308,381	1,475,843	1,746,365	2,027,700	2,231,513	2,566,423

NO. OF BOOKS USED												
	July	August	September	October	November	December	January	February	March	April	May	June
Current	1,050	526	598	721	931	673	578	1,030	737	768	768	685
YTD	1,050	1,576	2,174	2,895	3,826	4,499	5,077	6,107	6,844	7,612	8,380	9,065

NO. OF BAKHMETEFF MANUSCRIPTS USED												
	July	August	September	October	November	December	January	February	March	April	May	June
Current	52,803	17,302	56,434	49,502	58,623	43,216	44,401	39,700	46,201	21,323	29,901	41,318
YTD	52,803	70,105	126,539	176,041	234,664	277,880	322,281	361,981	408,182	429,505	459,406	500,724

NO. OF READERS												
	July	August	September	October	November	December	January	February	March	April	May	June
Current	427	283	312	368	391	298	249	322	404	366	284	378
YTD	427	710	1022	1390	1781	2079	2328	2650	3054	3420	3704	4082

TOTAL CIRCULATION WITH REFERENCE												
	July	August	September	October	November	December	January	February	March	April	May	June
Current	1,338	670	745	947	1,190	866	628	1,272	988	1,104	823	1,007
YTD	1,338	2,008	2,753	3,700	4,890	5,756	6,384	7,656	8,644	9,748	10,571	11,578

TOTAL CIRCULATION WITHOUT REFERENCE												
	July	August	September	October	November	December	January	February	March	April	May	June
Current	1,062	468	550	734	960	675	441	1,032	721	854	615	710
YTD	1,062	1,530	2,080	2,814	3,774	4,449	4,890	5,922	6,643	7,497	8,112	8,822

Rare Book and Manuscript Library Statistics Summary - 1998-99

GENERAL CIRCULATION - CHECK OUTS												
	July	August	September	October	November	December	January	February	March	April	May	June
Current	11,987	5,856	8,589	6,755	11,413	6,263	7,329	5,626	11,509	7,728	9,749	13,311
YTD	11,987	17,843	26,432	33,187	44,600	50,863	58,192	63,818	75,327	83,055	92,804	**106,115**

GENERAL CIRCULATION - RENEWALS												
	July	August	September	October	November	December	January	February	March	April	May	June
Current	3,591	1,842	2,337	1,916	3,033	2,565	2,622	1,392	2,872	1,738	2,518	3,554
YTD	3,591	5,433	7,770	9,686	12,719	15,284	17,906	19,298	22,170	23,908	26,426	**29,980**

GENERAL CIRCULATION - CHECK OUTS & RENEWALS												
	July	August	September	October	November	December	January	February	March	April	May	June
Current	15,578	7,698	10,926	8,671	14,446	8,828	9,951	7,018	14,381	9,466	12,267	16,865
YTD	15,578	23,276	34,202	42,873	57,319	66,147	76,098	83,116	97,497	106,963	119,230	**136,095**

CHECK INS (Discharges)												
	July	August	September	October	November	December	January	February	March	April	May	June
Current	8,688	4,297	6,346	4,202	8,643	3,967	5,847	4,527	8,983	6,314	7,494	10,355
YTD	8,688	12,985	19,331	23,533	32,176	36,143	41,990	46,517	55,500	61,814	69,308	**79,663**

DIRECTIONAL QUESTIONS												
	July	August	September	October	November	December	January	February	March	April	May	June
Current	176	112	87	100	78	29	101	102	95	89	50	71
YTD	176	288	375	475	553	582	683	785	880	969	1019	**1090**

REFERENCE QUESTIONS (INCLUDING CATALOG QUESTIONS)												
	July	August	September	October	November	December	January	February	March	April	May	June
Current	96	60	76	122	132	91	111	140	148	153	89	104
YTD	96	156	232	354	486	577	688	828	976	1129	1218	**1322**

Rare Book and Manuscript Library Statistics Summary - 1998-99

REFERENCE DESK QUERIES RE ONLINE BOOKS

	July	August	September	October	November	December	January	February	March	April	May	June
Current	0	0	4	4	0	0	1	1	2	5	3	4
YTD	0	0	4	8	8	8	9	10	12	17	20	**24**

PUBLIC SERVICE STATISTICS - ORIENTATIONS, LECTURES, TOURS, ETC.

SESSIONS IN LIBRARY

	July	August	September	October	November	December	January	February	March	April	May	June
Current	1	0	3	7	9	11	11	13	20	6	2	1
YTD	1	1	4	11	20	31	42	55	75	81	83	**84**

NO. OF ATTENDEES

	July	August	September	October	November	December	January	February	March	April	May	June
Current	10	0	49	122	146	102	197	229	330	67	14	25
YTD	10	10	59	181	327	429	626	855	1185	1252	1266	1291

CONSULTATIONS SHORTER THAN 30 MINUTES

	July	August	September	October	November	December	January	February	March	April	May	June
Current	54	23	20	61	60	29	21	31	57	41	36	27
YTD	54	77	97	158	218	247	268	299	356	397	433	460

CONSULTATIONS LONGER THAN 30 MINUTES

	July	August	September	October	November	December	January	February	March	April	May	June
Current	6	3	0	45	4	1	3	6	6	5	3	11
YTD	6	9	9	54	58	59	62	68	74	79	82	93

Rare Book and Manuscript Library Statistics Summary - 1998-99

TOTAL PHOTOCOPY EXPOSURES

	July	August	September	October	November	December	January	February	March	April	May	June
Current	3,490	941	219	2,969	1,736	3,644	3,055	1,628	2,168	2,693	3,854	2,039
YTD	3,490	4,431	4,650	7,619	9,355	12,999	16,054	17,682	19,850	22,543	26,397	28,436

File
Annual Report
notes
2000-2001

smartin@health.nyam.org
Cc: C.Clarkson@bindery.freeserve.co.uk
Subject: Chris' Seminar mailing - text

Here is the text version - with formatting lost. Please comment if there are any problems or mistakes.

Thanks - Ursula

The
NEW YORK CHAPTER of the GUILD OF BOOK WORKERS
announces a
SUMMER SEMINAR with CHRISTOPHER CLARKSON

July 26-27, 1999
Half a day of illustrated lecture and one and a half days of demonstrations and a small amount of individual practical work at the bench. Sign up for the Lecture only or join us for both!

LECTURE
Monday, July 26, 9:00 am - 12:00 pm:
Columbia University, Butler Library, 535 W 114th St., Chang Room, Rare Book and Manuscript Library, 6th floor.

European Medieval Bookbinding Structures

The lecture will cover bookbinding structures from the early Medieval to the early Renaissance period with an emphasis on Romanesque and Gothic structures.

FEE: $10.00 if signing up for lecture only. Limited to 40 participants. Please see registration form. There will be one 30 min. coffee break downstairs at a small coffeshop in the library

LUNCH
12:00 pm -2:30 pm
on your own or
Sign up for lunch at Cafe Pertutti. Choice of Vegetarian or Chicken. FEE $18.00. Drinks extra. Open to all participants. Must pre-register - see registration form.

WORKSHOP
Monday, July 26, 2:30 pm- 5:30 pm and Tuesday, July 27, 9:00 am -5:00 pm New York Academy of Medicine, 1216 Fifth Ave. (at103rd St.),

To: Jean
From: Rose
Date: July 31, 1999
Re: Statistics – 1998-99

No. of Readers - 4,082

Tours/Orientation/Lectures held - 84
Attendees - 1,291

No. of Manuscripts Used - 2,566,423

No. of Books Used - 9,065

Bakhmeteff Manuscripts Used - 500,724

Check Outs & Renewals - 136,095

Check Ins (Discharges) - 79,663

Photocopy exposures - 28,436

Permissions for use of collections - 127

BAR:
New acquisitions: Gifts - 42-1/2 linear ft.
Purchased - 1-1/2 linear ft.

Additions to existing collections - 16-1/2 linear ft.

June 11, 1999

TO: Bernie, Rudolph, Jane, Tanya ✓
FROM: Rose
RE: 1998-99 Statistics

Jean will need statistics for RBML 1998-99 Annual Report. Please supply figures for following items. Please add other items that you think should be included. Thank you.

Bernie: Collection Development
Manuscripts: Gifts – Linear feet ____
Purchased - Linear feet ____
Other (Transfer) _____
Manuscript processing completed - ____ linear ft., _____ mss items

Tanya: Bakhmeteff Collections: Gifts - Linear feet 38
purchase 1 linear foot

Rudolph: Books : Gifts _____
Purchased _____
Other (Transfer) _____

Jane: Preservation and Access:
Monographs cataloged _____
Items added to portraits/Ephemera files ____
Dear/Auction catalogs _____
Serial issues added ____ Other Serial Claims ____
P-slips _____
Binding Cases _____ (____ rare items; ___ non rare; ___ in portfolio binders)
Items matted _____
Items conserved in-house ____

Rose: Collections Use
No. of Manuscripts used 2,566,423
No. of Books used 9,065
No. of Bakhmeteff used 500,724
General Circulation Check Outs (Charges) 106,115
General Circulation Renewals 29,980 Total Checks Outs & Renewals 136,095
Check Ins (Discharges) 79,663
Photocopy Exposures 28,436
Reader Visits 4082
Sessions in Library 84 (Orientation, Lectures, Tours) 291 No. of People
Permissions granted 127

Rare Book and Manuscript Library Statistics Summary - 1998-99

GENERAL CIRCULATION - CHECK OUTS													
	July	August	September	October	November	December	January	February	March	April	May	June	
Current	11,987	5,856	8,589	6,755	11,413	6,263	7,329	5,626	11,509	7,728	9,749	13,311	
YTD	11,987	17,843	26,432	33,187	44,600	50,863	58,192	63,818	75,327	83,055	92,804	**106,115**	

GENERAL CIRCULATION - RENEWALS													
	July	August	September	October	November	December	January	February	March	April	May	June	
Current	3,591	1,842	2,337	1,916	3,033	2,565	2,622	1,392	2,872	1,738	2,518	3,554	
YTD	3,591	5,433	7,770	9,686	12,719	15,284	17,906	19,298	22,170	23,908	26,426	**29,980**	

GENERAL CIRCULATION - CHECK OUTS & RENEWALS													
	July	August	September	October	November	December	January	February	March	April	May	June	
Current	15,578	7,698	10,926	8,671	14,446	8,828	9,951	7,018	14,381	9,466	12,267	16,865	
YTD	15,578	23,276	34,202	42,873	57,319	66,147	76,098	83,116	97,497	106,963	119,230	**136,095**	

CHECK INS (Discharges)													
	July	August	September	October	November	December	January	February	March	April	May	June	
Current	8,688	4,297	6,346	4,202	8,643	3,967	5,847	4,527	8,983	6,314	7,494	10,355	
YTD	8,688	12,985	19,331	23,533	32,176	36,143	41,990	46,517	55,500	61,814	69,308	**79,663**	

DIRECTIONAL QUESTIONS													
	July	August	September	October	November	December	January	February	March	April	May	June	
Current	176	112	87	100	78	29	101	102	95	89	50	71	
YTD	176	288	375	475	475	475	475	475	475	475	475	**475**	

REFERENCE QUESTIONS (INCLUDING CATALOG QUESTIONS)													
	July	August	September	October	November	December	January	February	March	April	May	June	
Current	96	60	76	122	132	91	111	140	148	153	89	104	
YTD	96	156	232	354	354	354	354	354	354	354	354	**354**	

Rare Book and Manuscript Library Statistics Summary - 1998-99

REFERENCE DESK QUERIES RE ONLINE BOOKS

	July	August	September	October	November	December	January	February	March	April	May	June
Current	0	0	4	4	0	0	1	1	2	5	3	4
YTD	0	0	4	8	8	8	8	8	8	8	8	8

PUBLIC SERVICE STATISTICS - ORIENTATIONS, LECTURES, TOURS, ETC.

SESSIONS IN LIBRARY

	July	August	September	October	November	December	January	February	March	April	May	June
Current	1	0	3	7	9	11	11	13	20	6	2	1
YTD	1	1	4	11	11	11	11	11	11	11	11	11

NO. OF ATTENDEES

	July	August	September	October	November	December	January	February	March	April	May	June
Current	10	0	49	122	146	102	197	229	330	67	14	25
YTD	10	10	59	181	181	181	181	181	181	181	181	181

CONSULTATIONS SHORTER THAN 30 MINUTES

	July	August	September	October	November	December	January	February	March	April	May	June
Current	54	23	20	61	60	29	21	31	57	41	36	27
YTD	54	77	97	158	158	158	158	158	158	158	158	158

CONSULTATIONS LONGER THAN 30 MINUTES

	July	August	September	October	November	December	January	February	March	April	May	June
Current	6	3	0	45	4	1	3	6	5	5	3	11
YTD	6	9	9	54	54	54	54	54	54	54	54	54

Rare Book and Manuscript Library Statistics Summary - 1998-99

NO. OF MANUSCRIPTS USED

	July	August	September	October	November	December	January	February	March	April	May	June
Current	309,000	131403	130493	217,274	182,925	144168	193118	167462	270,522	281335	203813	334910
YTD												

NO. OF BOOKS USED

	July	August	September	October	November	December	January	February	March	April	May	June
Current	1050	526	598	721	931	673	578	1030	737	768	768	685
YTD												

NO. OF BAKHMETEFF MANUSCRIPTS USED

	July	August	September	October	November	December	January	February	March	April	May	June
Current	52,803	17,302	56,434	49,502	58,623	43,216	44,401	39,700	46,201	21,323	29,901	41,318
YTD	52,803	70,105	126,539	176,041	234,664	277,880	322,281	361,981	408,182	429,505	459,406	500,724

NO. OF READERS

	July	August	September	October	November	December	January	February	March	April	May	June
Current	427	283	312	368	391	298	249	322	404	366	284	378
YTD	427	710	1022	1390	1781	2079	2328	2650	3054	3420	3704	4082

TOTAL CIRCULATION with REFERENCE

	July	August	September	October	November	December	January	February	March	April	May	June
Current	1338	670	745	947	1190	866	628	1272	988	1104	823	1007
YTD												

TOTAL CIRCULATION WITHOUT REFERENCE

	July	August	September	October	November	December	January	February	March	April	May	June
Current	1062	468	550	734	960	675	441	1032	721	854	615	710
YTD												

Rare Book and Manuscript Library Statistics Summary - 1998-99

TOTAL PHOTOCOPY EXPOSURES

	July	August	September	October	November	December	January	February	March	April	May	June
Current	3,490	941	219	2,969	1,736	3,644	3,055	1,628	2,168	2,693	3,854	2,039
YTD	3,490	4,431	4,650	7,619	9,355	12,999	16,054	17,682	19,850	22,543	26,397	28,436

Serials Processing

Items checked in

	A	S	O	N	D	J	F	M	A	M	J
Current	41	43	119	45	41	108	21	90	37	98	14
YTD											

TOTAL MANUSCRIPTS USED - 1999-2000

NUMBER OF MANUSCRIPTS USED - 1999-2000

DATE	General Mss	Oral History		Lehman Suite		
	Items Used	Charges	Renewals	Items Used	TOTAL	**TOTAL**
July-99	196,719	290	144	37,000	234,153	234,153
Aug-99	214,838	163	78	16,500	231,579	465,732
Sep-99	193,706	84	47	0	193,837	659,569
Oct-99	263,419	179	150	0	263,748	923,317
Nov-99	297,872	122	79	0	298,073	1,221,390
Dec-99	115,034	62	29	0	115,125	1,336,515
Jan-00	197,936	81	47	0	198,064	1,534,579
Feb-00	192,059	372	239	60	192,730	1,727,309
Mar-00	197,894	188	71	66	198,219	1,925,528
Apr-00	154,763	194	61	2,308	157,326	2,082,854
May-00	217,904	348	103	2,140	220,495	2,303,349
Jun-00	252,107	187	26	12,300	264,620	2,567,969
Year End Total	**2,494,251**	**2,270**	**1,074**	**70,374**	**2,567,969**	**2,567,969**

TOTAL BOOKS USED - 1999-2000

NUMBER OF BOOKS USED - 1999-2000

	BOOKS		REFERENCE		
DATE	Charges	Renewal	Charges	**Total**	**TOTAL**
Jul-99	226	40	267	533	533
Aug-99	235	62	202	499	1,032
Sep-99	363	24	218	605	1,637
Oct-99	393	39	247	679	2,316
Nov-99	737	20	306	1,063	3,379
Dec-99	220	54	233	507	3,886
Jan-00	243	83	252	578	4,464
Feb-00	342	85	344	771	5,235
Mar-00	643	111	417	1,171	6,406
Apr-00	429	129	301	859	7,265
May-00	420	28	243	691	7,956
Jun-00	619	124	407	1,150	9,106
TOTAL	**4,870**	**799**	**3,437**	**9,106**	**9,106**

TOTAL BAKHMETEFF MANUSCRIPTS USED - 1999-2000

BAR Manuscripts	
Month/Year	No. of Items Used
Jul-99	30,603
Aug-99	39,604
Sep-99	52,815
Oct-99	38,608
Nov-99	76,138
Dec-99	45,504
Jan-00	74,632
Feb-00	116,117
Mar-00	82,311
Apr-00	109,852
May-00	136,651
Jun-00	29,900
TOTAL	**832,735**

TOTAL CIRCULATION WITH REFERENCE - 1999-2000

Total Circulation With Reference

	Books		Oral History		REFERENCE	TOTAL	TOTAL
DATE	Charges	Renewal	Charges	Renewal	Charges		
Jul-99	226	40	290	144	267	967	967
Aug-99	235	62	163	78	202	740	1,707
Sep-99	363	24	84	47	218	736	2,443
Oct-99	393	39	179	150	246	1,007	3,450
Nov-99	737	20	122	79	306	1,264	4,714
Dec-99	220	54	62	29	233	598	5,312
Jan-00	243	83	81	47	252	706	6,018
Feb-00	342	85	372	239	344	1,382	7,400
Mar-00	643	111	188	71	417	1,430	8,830
Apr-00	429	129	194	61	301	1,114	9,944
May-00	420	28	348	103	243	1,142	11,086
Jun-00	619	124	187	26	407	1,363	12,449
TOTAL	**4,870**	**799**	**2,270**	**1,074**	**3,436**	**12,449**	**12,449**

TOTAL CIRCULATION WITHOUT REFERENCE 1999-2000

Total Circulation Without Reference

	Books		Oral History		TOTAL	TOTAL
DATE	Charges	Renewal	Charges	Renewal		
Jul-99	226	40	29	144	439	439
Aug-99	235	62	163	78	538	977
Sep-99	363	24	84	47	518	1,495
Oct-99	393	39	179	150	761	2,256
Nov-99	737	20	122	79	958	3,214
Dec-99	220	54	62	29	365	3,579
Jan-00	243	83	81	47	454	4,033
Feb-00	342	85	372	239	1,038	5,071
Mar-00	643	111	188	71	1,013	6,084
Apr-00	429	129	194	61	813	6,897
May-00	420	28	348	103	899	7,796
Jun-00	619	124	187	26	956	8,752
TOTAL	**4,870**	**799**	**2,009**	**1,074**	**8,752**	**8,752**

TOTAL SHELVING - 1999-2000

Date	Books Dischages	Oral History Discharges	Ref. Books Discharges	Gen. Mss. Discharges	BAR Discharges	Lehman Suite Discharges	TOTAL	**TOTAL**
Jul-99	328	387	267	5,643	279	0	6,904	6,904
Aug-99	279	262	202	4,443	1,234	0	6,420	13,324
Sep-99	446	164	218	4,081	2,018	0	6,927	20,251
Oct-99	450	271	246	5,191	1,133	0	7,291	27,542
Nov-99	720	210	306	11,712	2,058	0	15,006	42,548
Dec-99	461	108	233	3,825	1,138	0	5,765	48,313
Jan-00	403	140	252	3,020	1,231	0	5,046	53,359
Feb-00	407	456	344	4,029	1,659	0	6,895	60,254
Mar-00	654	236	417	5,018	2,483	0	8,808	69,062
Apr-00	597	344	301	3,978	2,104	0	7,324	76,386
May-00	596	418	243	3,610	5,576	90	10,533	86,919
Jun-00	700	284	407	3,984	1,721	0	7,096	94,015
TOTAL	**6,041**	**3,280**	**3,436**	**58,534**	**22,634**	**90**	**94,015**	**94,015**

TOTAL PHOTOCOPY EXPOSURES - 1999-2000

Month	No. of Copies/RBML	No. of Copies/Lehman Suite	Sub-Total	TOTAL
Jul-99	3,808		3,808	3,808
Aug-99	3,197		3,197	7,005
Sep-99	1,417		1,417	8,422
Oct-99	3,487		3,487	11,909
Nov-99	1,832		1,832	13,741
Dec-99	1,610		1,610	15,351
Jan-00	2,363	950	3,313	18,664
Feb-00	2,739	1,390	4,129	22,793
Mar-00	3,134	1,300	4,434	27,227
Apr-00	1,597	1,275	2,872	30,099
May-00	1,045	1,410	2,455	32,554
Jun-00	3,379	1,600	4,979	37,533
TOTAL	**29,608**	**7,925**	**37,533**	**37,533**

BAR STATISTICS – JULY 1, 1997-JULY 1, 1998

DONATIONS:

1. Professor Rothschild Papers - 10 archival boxes, 18 record storage boxes, 1 oversized folder (23, 5 l.f.)

2. Jurii Lawrynenko Papers - 18 record storage boxes (18 l.f.)

3. Sergey Gorny Papers - 3 record storage boxes (3 l.f.)

4. Liubov Drashevska Papers - 2 archival boxes (addendum to existing holdings) (1 l.f.)

5. Konstantin Ginsburg Collection - 1 letter, 1 photograph (0.08 l.f.)

6. Hungarian Refugees Project - 4 archival boxes (transfer from Slavic acquisition) – (2 l.f.)

PURCHASES:

1. Boris Pasternak Letter - 1 letter (0.08 l.f.)

DONATIONS, TOTAL IN LINEAR FEET: 47.58

PURCHASES, TOTAL IN LINEAR FEET: 0.08

From: Tanya
To: Jean
Subject: 1998/1999 (July) Report

A number of important acquisitions were made during the last year (donations and purchases) –

NEW: Vladimir Levitsky Papers, Michael Kustoff Papers, George Kodzaspiroff Collection, Professor Vergotti Manuscript, Boris Pasternak Letter, Mikhail Pogodin Letter, Sergei Zenkovskii Papers, Paul Aron Papers, Subotich Family Papers, Peter Kussi Collection, Nikolai Gorchakov Papers. Total: 44 linear feet.

ADDITIONS:
Liubov Drazhevska Papers, Hermitage Records, Hungarian Refugee Project Records, Elizabeth Valkenier Papers, Sergei Vakar Papers, Viera Blackwell Papers. Total: 16,5 linear feet.

During 1998/1999 I processed and made available for research 8 linear feet of manuscript material (Drazhevska Papers – one linear foot, Hermitage Records – one linear foot, Hungarian Refugee Project – one linear foot, Kodzaspiroff – 0.5 linear feet, Jurii Lawrynenko – 1,5 linear feet, Elizabeth Valkenier – 0.5 linear feet, Vernadskii Papers (five boxes were closed) – 2.5 linear feet.

Interesting Collections – Subotich Family Papers - Mr. Ivan Subotich was the last ambassador of the Royal Yugoslav Legation in London. He had close ties with Winston Churchill and there are four letters (3 TLS and 1 ALS) from Churchill to him dated 1939-1941 in his collection. Another interesting acquisition is Peter Kussi Collection, which is a great addition to our newly built collections of the Czech literary translations.

Date: Fri, 28 Jul 2000 10:53:41 -0400 (EDT)
From: Tanya Chebotarev <tc241@columbia.edu>
Sender: tc241@columbia.edu
To: "Jean W. Ashton" <jwa8@columbia.edu>
Subject: Re: Fwd: ["Jean W. Ashton" <jwa8@columbia.edu>: Re: digital services]

Dear Jean, here is my brief report on events at BAR. As you probably remember, the main acquisition was Charles Richard Crane Papers (market value $185,000). Then - Tolstoy's letter(market value $7,000). I also bought a small but very informative collection of Eurasia materials in Paris (Suvchinskii-Karsavin Family Papers), and received as a donation two baby-collections - Morgulis Diaries and Shishkin photographs and corrspondence). I had a poetry reading and opened two new collections, both fully processed and reported to RLIN (Nikolai Gorchakov Papers - 4.5 linear feet and New York Poetry Group Papers - 25 linear feet). I hope you can manage to mention that I really need an assistant (by the way, two people left Alan's department, one - a year ago. They never hired anyone). Thank you, Tanya

From: Tanya
To: Jean
Subject: 2000/2001 Statistics

A number of important acquisitions were made during the last year ('donations') –

NEW: Eurasian materials - Karsavin-Suvchinsky Papers (purchase in Paris), 2,5 linear feet, William Glaser Collection, 1,5 linear feet (55 phonograph records of Lenin's and Stalin's speeches), Vladimir Vodoff Papers, 2,5 linear feet (donation from Paris), Rosenfeld collection, 0,5 linear feet, Spasoye Yefremovich Papers - 0,5 linear feet, Imre Forbath Diaries, 0,5 linear feet.
Total - 7,5 linear feet

Pending negotiations – Mirra Ginsburg Papers, Dobuzhinsky Art Collection, Loebl Papers, Milenovich Papers.

ADDITIONS:
Liubov Drazhevska Papers, Hermitage Records, Mark Popovsky Papers, Subotic Family Papers, New York Group Papers (Yurii Tarnawsky series). TOTAL – 33 linear feet..

I answered 278 reference questions and more than 800 e-mail messages.

PROCESSING STATISTICS (Bakhmeteff Archive)

2000-2001

Processed:

Addendum to New York Poetry Group - 2,5 linear feet
Subbotic Family Papers - one linear foot
Nikolai P. Vakar - one linear foot
Lawrynenko Papers - 25 linear feet
Miagkov - one linear foot
Charles Richard Crane - 6 linear feet

Total: 36,5 linear feet

Sorted:

Subotic Family Papers - 3 linear feet
Mikulowsky Family Papers - 2,5 linearfeet

Total: 5,5 linear feet

TOTAL BAKHMETEFF MANUSCRIPTS USED - 2000 - 2001

BAR Manuscripts	
Month/Year	No. of Items Used
Jul-00	46,402
Aug-00	26,411
Sep-00	5,902
Oct-00	26,801
Nov-00	228,163
Dec-00	16,105
Jan-01	14,400
Feb-01	106,408
Mar-01	59,949
Apr-01	101,714
May-01	59,221
Jun-01	43,201
TOTAL	**734,677**

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2001-2002 BAR Annual Report

STATISTICS: 624,258 manuscripts used

REFERENCE QUESTIONS: 402

One major conference - October 2001 entitled "Russian and East European Book and Manuscript Collections in the United States. Proceedings are in progress, will be published by Stanford University Press.

ACQUISITION: Very valuable addition to Charles Richard Crane Papers, 1.5 linear feet (includes 12 unpublished F.D. Roosevelt letters), Mirra Ginsburg Papers about 15 linear feet (in increments), several small additions (Bernie has a list)

MAJOR GOALS: Develop a home page for the Bakhmeteff Archive, organize a lecture and exhibit coinciding with 200 anniversary of the St. Petersburg Corps of Pages and 300 anniversary of St. Petersburg.

Rare Book and Manuscript Library
BRIEF ANNUAL REPORT - 1993-94

Administration:

A new Director, Jean Ashton, arrived on September 1, 1993 to take over the responsibilities of running the Rare Book and Manuscript Library from Bernard Crystal, Curator of Manuscripts, who had been the Acting Director of the Library since December, 1992. On January 11, 1994, Claudia Funke began as Curator of Exhibitions, and on March 1, Brenda Hearing joined the staff as Carnegie Curator. The Departmental Secretary and the Manuscript Reading Room Assistant left the staff in January and were not replaced, for budgetary reasons. A part-time secretary, Estelle Raboni, was added to the staff in April.

Collection Use:

In 1993-1994, there were 5,512 reader visits to the Rare Book and Manuscript Library, a 65% increase over the 1992-1993 figure of 3,339. Of these, 2,455 were manuscript readers (an increase of more than 100% over the 1992-93 figure of 1,183); 3,057 (an increase of 23% over the 1992-93 figure of 2,486) consulted the book collection. The Bakhmeteff Archives, always a heavily used part of the collections, continued to attract many researchers from the countries of the former Soviet Union. In the six months from July 1, 1993 to January 1, 1994 alone, there were 81 new users of Bakhmeteff materials, in contrast to an annual average of 50 to 60 readers in previous years. 27,803 photocopy exposures were made for readers. 2,911, 812 manuscript items and 17,274 books were circulated for use in the Reading Rooms.

Collection Development:

108 linear feet of manuscripts and archival material were added to the Rare Book and Manuscript Library. (This number reflects the materials that were both acquired and processed. In fact, the actual linear footage added to the collection was approximately 320 lf and included the extensive collection of materials acquired by bequest from the late Harrison Salisbury.) 1081 books were added to the Library, 805 of them as gifts.

Preservation and Access

In 1993-94, 984 monographs were cataloged. 57 volumes were sent to other departments, 2 second copies added, 5 serials added and 66 books added to the uncataloged collections. 1560 P-slips were typed. Total arrearage for uncataloged materials has been reduced overall by 33 titles to 53,141. 229 books were provided with commercial cases or

bindings. Special repairs included 62 rare and 3 non-rare bindings, 69 preservation cases, custom made by Ocker & Trapp, 39 mats for flat materials and 62 Gaylord binders.

80,991 manuscript items, occupying 108.25 linear feet, were processed during the fiscal year.

Grants, Projects and Exhibitions

On August 1, 1993, work began on the Medieval and Renaissance Cataloging Project, a two year grant funded by the National Endowment for the Humanities. The Cataloger, Consuelo Dutschke, with the assistance of a graduate student in history, Anders Winroth, cataloged 65 manuscripts in the first year of the grant. She also taught several classes in conjunction with Columbia faculty, lectured on the nature and structure of the medieval book, and offered her expertise on early manuscripts freely to users and staff.

A microfilmer from the Hebrew University in Jerusalem returned to Columbia in mid-year to continue work on an ongoing project to film the Hebrew manuscript collection in its entirety.

Classes were held at the request of faculty members in several different departments, including History, Art History, and Comparative Literature. A particularly rewarding class was one conducted by a graduate instructor in Literature/Humanities who brought his students in to see early Biblical manuscripts and other primary documents which they had studied in class.

Exhibitions for the 1993-94 year included The Poetry of William Bronk; Writers as Artists; Common Ground: A History of Paper Making ; The World on Paper: A Celebration of the Mapmaker's Art; "All the Pictures Fairest Lin'd": Shakespeare Illustrated; and The American Institute for Graphic Arts Books of the Year. The exhibition staff also mounted a special exhibition of treasures for the opening Friends of the Library reception in October, a small exhibition of early Hebrew texts for a conference at Jewish Theological Seminary, and several single case exhibitions of significant books in honor of holidays and celebrations, e.g., a first edition of A Christmas Carol inscribed by Charles Dickens for Christmas and an early edition of The Autobiography of Frederick Douglass for Black History Month.

A new Monday night lecture series was inaugurated with slide lectures by Frederick Bearman, Consuelo Dutschke, Lucy Oakley (curator of the Shakespeare exhibition), and Richard Lan (on map collecting). The lectures were free of charge and a total of 178 people attended them, many new to Columbia.